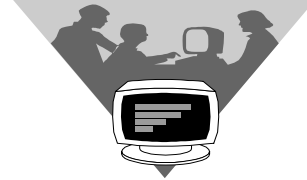# JOB OPPORTUNITY

1651 Alhambra Boulevard
California
Sacramento, California 95816

Providing information technology services to

Health and Human Services Agency Departments

CLASSIFICATION: Student Assistant

POSITION LOCATION: Health and Human Services Data Center (HHSDC)
Information Systems Division
Systems Management Branch, Windows Support Unit
1651 Alhambra Boulevard
Sacramento, CA 95816
Free Parking

SALARY: $7.86 - $10.46/hour

Duties/Responsibilities:

Reporting to the Information Systems Division (ISD) Deputy Director, and under the general direction of the Information Division Security Group in a learning capacity, the Student Assistant monitors, researches, and analyzes industry sponsored Information Technology security alerts recommending appropriate HHSDC action; develops research papers for Information Technology applicability to the ISD security needs; coordinates security vendor presentations; and communicates regularly with the ISD security group members, supervisor and other ISD managers and staff to exchange information, obtain status, and resolve issues; and performs other ISD support duties as required.

Desirable Qualifications:

- Proof of application for, or enrollment as a student in an appropriate college or university program.
- Ability and willingness to maintain good attendance and dependability.
- Knowledge of Personal Computer (PC) applications, such as Microsoft (MS) Word, Excel, Visio, etc.
- Experience installing and/or using MS Windows NT/2000 and Unix operating systems

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- Experience in Information Technology security
- Takes initiative and is reliable.
- Ability to take direction from many different team members.
- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.

Who May Apply:

Position is open to students who are currently enrolled in a minimum of six (6) semester units with at least a 2.0 G.P.A. in any accredited college or university of good standing. Proof of enrollment and official transcripts of all prior college coursework must be provided prior to employment.

Current HHSDC students are eligible to apply.

HOW TO APPLY:

If you are not currently working for the State of California as a student assistant, please submit a CSUS Foundation application at the CSUS Foundation located at:

Human Resources
6000 J Street, Room 300, 3rd Floor (Bookstore Building)
Sacramento, CA 95819

You may access a CSUS application on their web-site: www.foundation.csus.edu. Current State of California students must submit a signed state application (STD 678) and resume to the:

HHSDC
Human Resources Branch
Attention: Amber Mercado
1651 Alhambra Boulevard
Sacramento, CA 95816

Please do not send application or resume via e-mail.

Applicants must indicate CSUS job reference # 0103SES031 or RPA # 03-102.

Inquiries may be directed to Tim Funk at (916) 739-7686.

Please visit our web site at http://www.hhsdc.ca.gov.

Applications and resumes sent via e-mail or fax will not be accepted.

Final Filing Date: February 13, 2003